

**WARRICK COUNTY BOARD OF COMMISSIONERS  
RESOLUTION NO. 2011- 11**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF  
WARRICK COUNTY, INDIANA AMENDING THE WARRICK COUNTY  
EMPLOYEE HANDBOOK.**

**WHEREAS**, the Board of Commissioners of Warrick County has the sole authority to make amendments to the Warrick County Employee Handbook (hereinafter “the Handbook”) pursuant to Section 1.1 of the Handbook; and

**WHEREAS**, the Board of Commissioners are desirous of making a formal amendment regarding the institution of a probationary period to newly hired and rehired employees to the Handbook; and

**WHEREAS**, instituting a probationary period on newly hired and rehired employees will be of benefit to both the employees and to the citizens of Warrick County; and

**WHEREAS**, the Board of Commissioners intend on making said modification to the Handbook effective immediately as it does not impact individuals already employed by the County.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Warrick County, Indiana that Section 2.9 of the Warrick County Employee Handbook is hereby amended as follows:

**“2.9 PROBATIONARY PERIOD**

All new and rehired employees whom are not subject to the Sheriff’s Standard Operating Procedures (SOPs) or Collective Bargaining Agreements shall work on a probationary basis for the first ninety (90) calendar days after their date of hire. Any significant absence will automatically extend a probationary period by the length of the absence. If the County determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee’s performance, the probationary period may be extended for an additional period of time not to exceed an additional ninety (90) days.

The probationary period is intended to give newly hired or rehired employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The County uses this period to evaluate employee capabilities, work habits, aptitude, and overall performance.

During the probationary period, newly hired and rehired employees are eligible for those benefits that are required by law, such as worker’s compensation insurance and Social Security.

Newly hired and rehired employees may also be entitled to other benefits programs or coverage subject to the terms and conditions related to those policies. Employees should read the information for each specific benefit program for the details on eligibility requirements.

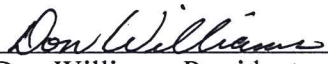
*Resolution No. 2011- 11*  
*Amendment to Handbook – Probationary Employee Status*

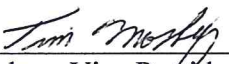
Upon satisfactory completion of the probationary period, employees enter the “regular” employment classification.”

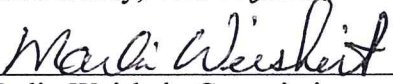
**BE IT FURTHER RESOLVED** that the foregoing formal amendment to the Warrick County Employee Handbook shall be effective immediately and a copy of the language of this amendment shall be circulated to all employees of Warrick County upon passage.

Adopted and effective this 24<sup>th</sup> day of OCTOBER, 2011.

**WARRICK COUNTY  
BOARD OF COMMISSIONERS**

  
Don Williams, President


  
Tim Mosbey, Vice President

  
Marlin Weisheit, Commissioner

ATTEST:

  
Dixie Dugan, Auditor  
Warrick County, Indiana

APPROVED AS TO LEGAL FORM:

  
S. Adam Long  
LONG & MATHIES LAW FIRM, P.C.  
County Attorney